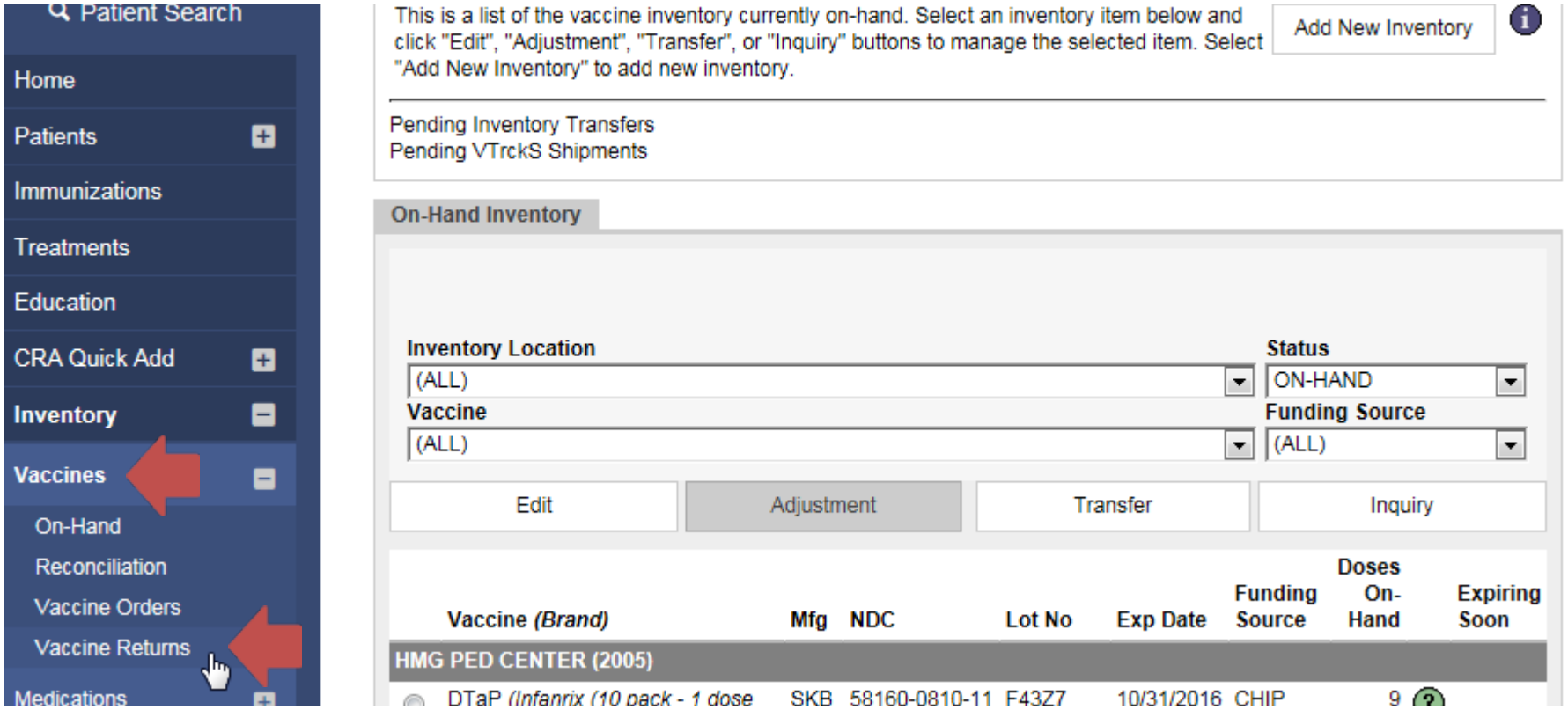
Requesting a Vaccine Return in KSWebIZ

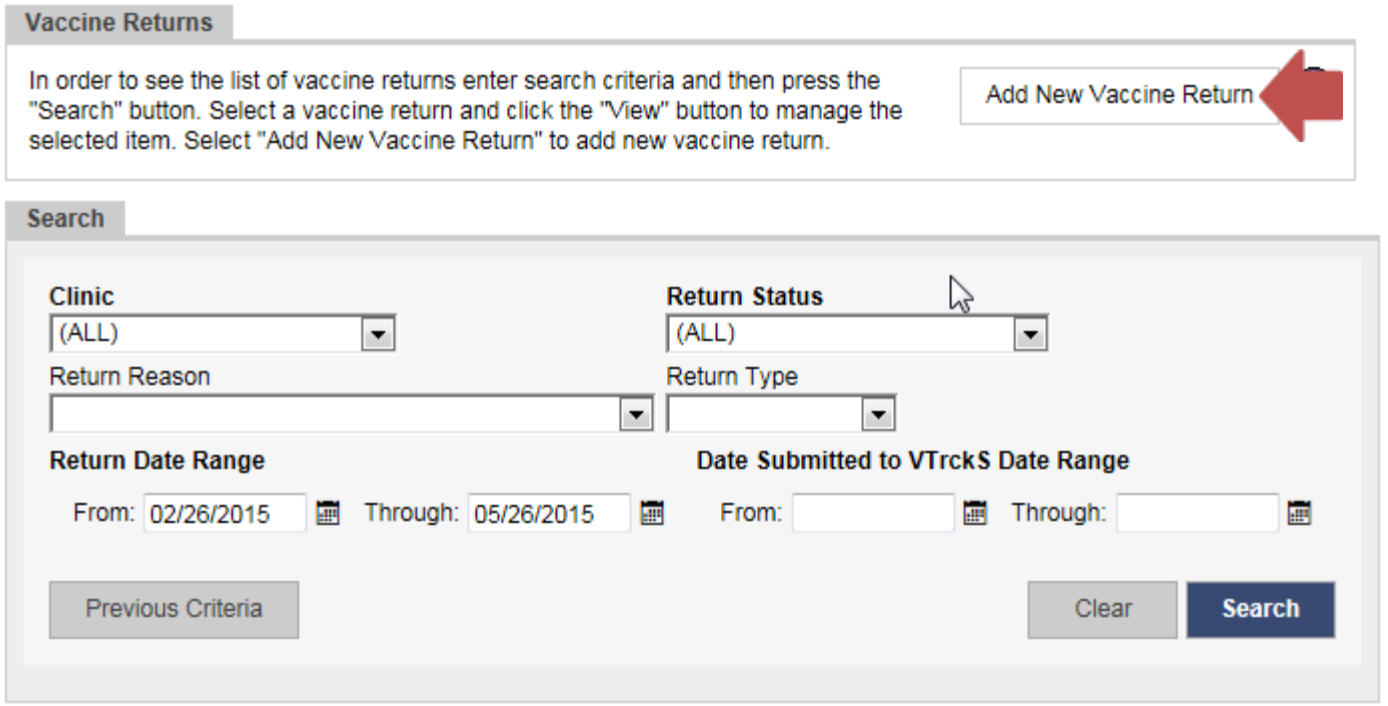
Important things to note when submitting a request for a vaccine return:

- WHEN YOU COMPLETE YOUR VACCINE RETURN REQUEST IT WILL AUTOMATICALLY REMOVE THE DOSES FROM YOUR ON HAND INVENTORY
  - ADJUSTMENTS TO INVENTORY ARE MADE USING THE DATE OF YOUR RETURN REQUEST
- THE CDC WILL NOT PROCESS EXPIRED VACCINE RETURN REQUESTS PRIOR TO THE EXPIRATION DATE. THIS MEANS THAT RETURN REQUESTS FOR EXPIRED VACCINES SHOULD NOT BE SUBMITTED UNTIL THE VACCINE HAS EXPIRED.
- SUBMITTING AN EXPIRED VACCINE RETURN REQUEST PRIOR TO THE EXPIRATION DATE WILL RESULT IN YOUR REQUEST BEING REJECTED AT WHICH POINT YOU WILL HAVE TO DELETE AND RE-SUBMIT YOUR VACCINE RETURN REQUEST

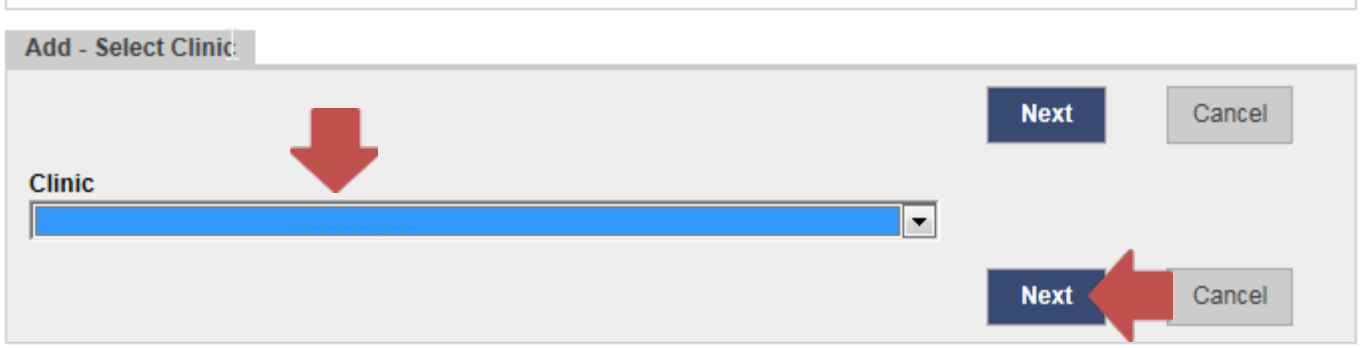
1. Click on Vaccines and then Vaccine Returns



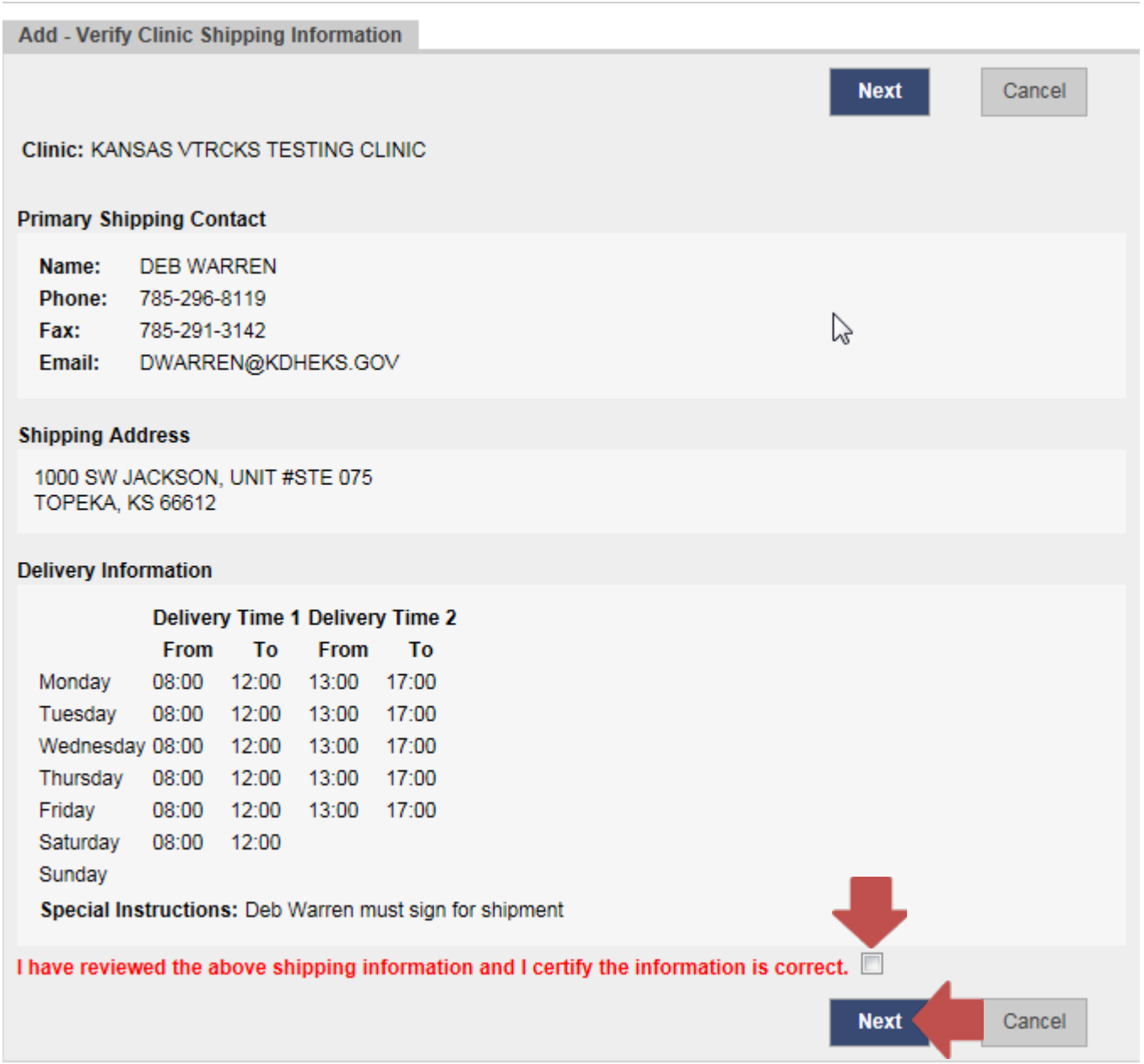
2. Click Add New Vaccine Return



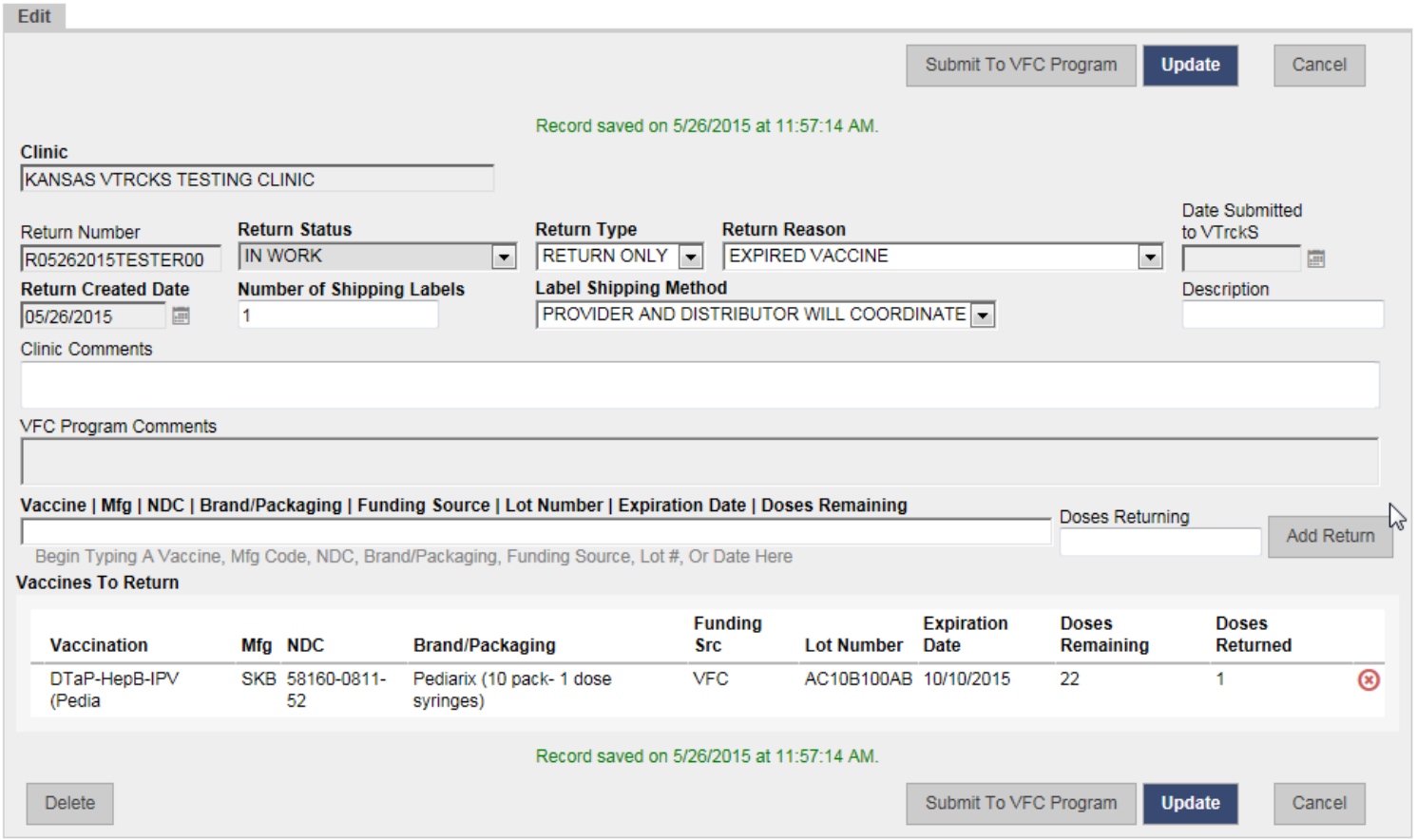
3. Select your clinic from the drop down box and click Next



4. Confirm your Shipping Information, check the box and click Next



5. Select Return Type – RETURN ONLY
6. Select Return Reason
7. Choose # of Shipping Labels – 1
8. Choose Label Shipping Method – PROVIDER AND DISTRIBUTIOR WILL COORDINATE
9. Start Typing the Vaccine Name and click the vaccine you would like to return and choose number of doses
10. Click Add Return
11. Click Update
12. Choose next Vaccine to return and click Add Return
13. Once complete, click Submit to VFC Program



PLEASE NOTE – WHEN YOU COMPLETE YOUR RETURN IT WILL AUTOMATICALLY REMOVE THE DOSES FROM YOUR ON HAND INVENTORY